|  |
| --- |
| **A Promotion details -** What level are you applying for promotion to? |

|  |  |  |
| --- | --- | --- |
| Academic Level B | Academic Level C | Academic Level D |

|  |  |  |  |
| --- | --- | --- | --- |
| Academic Level E |  |  |  |

|  |
| --- |
| **B Personal details** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | Mr | | Ms | Mrs | | | Dr | | AsPro | | Prof | |
| Family Name    Surname | |  | | |  | Given names | |  | | | |  |
| College/School | |  | | |  | Discipline | |  | | | |  |
| Campus | |  | | |  | Extension no. | |  | |  | | |
| Mobile no. | |  | | |  | Email address | |  | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **C Appointment details** | | | | | |
| Date of initial appointment at CDU |  |  | |
| Current category (Research Focused/Research Active/Teaching Focused) |  | |  | | |
| Current Level and Step (e.g B.6 for Level B, Step 6) |  | |  | | |
| Date appointed to current Level/Step |  | |  | | |
| Study discipline |  | | | |  |

|  |
| --- |
| **D Referee details** |

* Nominate no more than **two** referees for promotion to Academic **Level B** and **C**.

Nominate no more than **three** referees for promotion to Academic **Level D** and **E**.

* Do **not** nominate your College Dean/Head of School as a referee as they are required to provide separate comments on all promotion applications within their College/School.
* Your referees will be required to address the promotion criteria and therefore should have a sound understanding of your field. They should be able to comment on your ability to meet the position classification standards and the promotion criteria of the level to which you are seeking promotion.
* Consult your proposed referees **before** nominating them to ensure that they are willing and available to act at the time reports are sought and to alert them to the fact that they will be required to address specific criteria, rather than just provide a personal reference. Be aware that referees will be provided with a copy of your application, the Position Classification Standards, and a copy of the Academic Promotions Procedure. Reports will be requested within a set time frame.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1st Referee** | | | | | | |
| Title |  | Given name | |  | Family Name |  | |
| Employer/Organisation | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role and capacity to provide reference | | | | |  | | | | | | | | |
| Postal AddressPostal address | | |  | | | | | | Suburb/City | | |  | |
| State |  | | | Country | |  | Post/Zip code |  | | | Email | |  |
| Phone no: | | (If outside Australia include international and country /area codes)codeCountry code | | | | | | | | Local no. | | | |

Boxes below must be checked (**x**) before submission.

|  |  |
| --- | --- |
| Referee has been informed that you have nominated them | All contact fields have been completed |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2nd Referee** | | | | | | |
| Title |  | First name | |  | Family Name |  | |
| Employer/Organisation | | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Role and capacity to provide reference | | | | |  | | | | | | | | |
| Postal AddressPostal address | | |  | | | | | | Suburb/City | | |  | |
| State |  | | | Country | |  | Post/Zip code |  | | | Email | |  |
| Phone no. | | (If outside Australia include international and country /area codes)codeCountry code | | | | | | | | Local no. | | | |

Boxes below must be checked (**x**) before submission.

|  |  |
| --- | --- |
| Referee has been informed that you have nominated them | All contact fields have been completed |

|  |
| --- |
| **3rd Referee -** For applications to Academic Level D or E only |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title | |  | | | First name | | | |  | | | | Family Name | | | |  | | | |
| Employer/Organisation | | | | | | |  | | | | | | | | | | | | |
| Role and capacity to provide reference | | | | | | |  | | | | | | | | | | | | |
| Postal AddressPostal address | | | | |  | | | | | | | | Suburb/City | | | |  | | |
| State | |  | | | | | Country | |  | | Post/Zip code |  | | | | Email | | |  |
| Phone no. | | | | (If outside Australia include international and country /area codes)codeCountry code | | | | | | | | | | | Local no. | | | | |

Boxes below must be checked (**x**) before submission.

|  |  |
| --- | --- |
| Referee has been informed that you have nominated them | All contact fields have been completed |

|  |
| --- |
| **E Weighting of Current Work Profile** |

Work profile is the translation of the applicant’s contract terms/position profile into the activities described under the University’s core business areas. In consultation with their College Dean/Head of School, applicants may assign a percentage weight to each area of their current work profile. The weighting percentage should total 100. Normally no single area should be more than 80 percent. The weighting assigned should reflect the applicant’s academic classification (Research Active, Teaching Focused or Research Intensive) and their current position profile. The College Dean/Head of School (or equivalent) will be asked to confirm the weighting. Where there has been a substantial change in work profile during the period relevant to the promotion application, this should be clarified in the body of the application.

|  |  |  |  |
| --- | --- | --- | --- |
| Learning and Teaching    Surname | % | Research and Scholarly Activity | % |
| Indigenous Related Activity | % | Community Engagement | % |
| Business Development, Professional Consultancy and Industry Links | | | % |

|  |
| --- |
| **F Application submission** |

The maximum page length for the whole of the application is **not to exceed 26 pages**, comprising:

* Application form 4 pages
* Application (free text) 16 pages
* CV 2 pages
* Publications list 4 pages

**Only the first 26 pages of the application will be accepted for consideration**. The minimum font size to be used in the application is eleven (11).

One electronic, scanned copy in pdf format, should be emailed to the Secretary, Academic Promotions at [academicpromotions@cdu.edu.au](mailto:academicpromotions@cdu.edu.au) before the application close date (print copies are not required). Applications after this date will not be accepted.

|  |
| --- |
| **G Performance Relative to Opportunity** |

Within the Academic Promotion application, applicants may include a statement regarding performance relative to opportunity (PRO). For individuals who describe mitigating and relevant personal and/or professional circumstances, their application will be assessed fairly and holistically when provided with an assurance that merit standards are being maintained. PRO facilitates positive acknowledgement of what has been achieved given the actual opportunities available.

|  |
| --- |
| **H Consultation and Authorisation** |

Under the Academic Staff Promotion procedure applicants are required to discuss their intention to apply for promotion with their College Dean/Head of School prior to application.

|  |  |
| --- | --- |
|  | I confirm that I have discussed my intention to apply for promotion with my College Dean/Head of School. |

In order for the University to release copies of your application to your chosen referees and the assessors of the Academic Promotions Committee please complete the following authorisation.

I consent to Charles Darwin University (CDU) seeking verbal or written information on a confidential basis about my application for promotion. I authorise CDU to:

|  |  |
| --- | --- |
|  | release of a copy of my application to each of the assessors nominated by the Academic Promotions Committee; and |
|  | release of a copy of my application to each of the referees I have nominated above; and |
|  | for information sought, to be released by the assessors and referees to CDU for the purposes of supporting my application for promotion. |

|  |
| --- |
| I declare that all the information in this documentation is true and accurate at the time of submission. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant’s signature |  |  | Date |  |  |